Cal E·M·A

CALIFORNIA EMERGENCY
MANAGEMENT AGENCY

Matt Bettenhausen, Secretary

FY 09 Fiscal Management Workshop

Agenda

- Overview
- Financial Management Forms Workbook (FMFW)
- Cash / Advance / Modification Request
- Grant Close Out
- FMFW Demonstration

Overview: Contacts

Kris Whitty, Program Manager
(916) 323-7734 kris.whitty@ohs.ca.gov

Christopher Sampang, Office Assistant
(916) 324-9313 christopher.sampang@ohs.ca.gov

Program Representatives:

Sabra Bowen	**(916) 324-9315**	**sabra.bowen@ohs.ca.gov**
Michael Cheng	**(916) 324-6779**	**michael.cheng@ohs.ca.gov**
Gina Joaquin	**(916) 324-6551**	**gina.joaquin@ohs.ca.gov**
Rose Nguyen	**(916) 322-2607**	**rose.nguyen@ohs.ca.gov**

Overview: Fiscal and Reporting Unit

The F&RU is responsible for processing all requests for reimbursement from subgrantees across all grants, submitting Initial Strategy Implementation Plans (ISIP) and Biannual Strategy Implementation Reports (BSIR)

The F&RU is also the lead in providing grant related information to support Cal EMA's annual report, reports to the legislature and California's State Preparedness Report (SPR). The F&RU conducts several workshops throughout the year on reports and recordkeeping, fiscal management and Biannual Strategy Implementation Reporting.

Overview: Fiscal and Reporting Unit

Two primary areas of responsibility:

- **Automated Ledger System (ALS) for "Fiscal" issues**
- **Grants Reporting Tool (GRT) for "Reporting" issues**

Overview: Automated Ledger System (ALS)

- Enter and track all Homeland Security grants
- All cash reimbursements, modifications and advances completed using ALS
- Processed more than $884 million in reimbursements since 2005

Grant Management System - MAIN Menu

OHS
Grant Management System

Exit

Overview: Financial Management Forms Workbook

- FY 09 Application Workshop
- FY 09 Fiscal Management Workshop

Overview: Financial Management Forms Workbook

- Foundation of Subgrantee Application
- Project Ledger is the basis for Project Planning
- Equipment Purchases (AEL #)
- Training Courses (Feedback #)

Overview: Cash & Modification Request

- **FY06 to FY09 ONE modification request per quarter**

(State Agencies are not permitted modifications and any changes to the submitted application must be approved by Cal EMA on a case by case basis)

- **All grants, ONE cash /advance request per month**

Overivew: Quarter Dates

- Quarter Dates for 2010
  - Award date - 12/31
  - 1/1 - 3/31
  - 4/1 - 6/30
  - 7/1 - 9/30
  - 10/1 - 12/31

Financial Management Forms Workbook

V1.09B

FMFW Improvement for FY09 (1.09B)

- Environmental Planning & Historic Preservation (EHP)
- The FMFW is unlocked
- Instructions
- Application Check list
- Summary (BSIR)
- AEL Database (Removed)
- Macros are included to reduce redundant tasks

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Grants > Homeland Security

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• Work

CALEMA DIVISIONS

- Administrative Services
- Executive Division
- Homeland Security
- Law Enforcement and Victim Services (LEVS)
- Preparedness and Training
- Regional Operations
- Response and Recovery
- Office for Access and Functional Needs

HOMELAND SECURITY BRANCHES

- Citizen Preparedness
- Critical Infrastructure
- Grant Management

Homeland Security --> Grant Management

Grants Management

Mission Statement
The mission of the Grants Management Directorate (GMD) is to provide timely grant reimbursements to subgrantees of the Homeland Security Grant Program (HSGP), Transit Security Grant Program (TSGP), Infrastructure Protection Grant Unit (IPGU), and all other subgrantees receiving homeland security funding. The GMD shall also provide programmatic technical assistance to all Office of Homeland Security (OHS) subgrantees while ensuring grant expenditures are in compliance with all state and federal grant requirements. The GMD was created to enhance and improve the overall customer service of the Governor's Office of Homeland Security (OHS).

Fiscal and Reporting Unit (F&RU)
The F&RU is responsible for processing all requests for reimbursement from subgrantees across all grants, submitting Initial Strategy Implementation Plans (ISIP), Biannual Strategy Implementation Reports (BSIR), Categorical Assistance Program Reports (CAPR) and the Monthly Accomplishment Summaries which are posted on the OHS website. The F&RU is also the lead in providing grant related information in support OHS's annual report, reports to the legislature and California's State Preparedness Report (SPR). The F&RU conducts several workshops throughout the year including Reports and Recordkeeping, Fiscal Management and Biannual Strategy Implementation Reporting.

Homeland Security Grant Unit (HSGU)
The Homeland Security Grant Unit (HSGU) is responsible for the overall grant management of California's State Homeland Security Grant Program (SHSGP), Law Enforcement Terrorism Prevention Program LETPP), Urban Area Security Initiative (UASI), Metropolitan Medical Response System (MMRS), and Citizen Corps Program (CCP) grant programs. The HSGU conducts workshops throughout the state on grants management and grant application workshops. The HSGU is also responsible for the annual Investment Justification Planning Conference and coordinating the development and submission of California's applications for homeland security grant funds.

Transit Security Grant Unit (TSGU)
The Transit Security Grant Unit (TSGU) is responsible for the overall grant management of the Transit Security Grant Program (TSGP), Transit Security Grant - Ferry, Transit Security Grant Program - Supplemental (TSGP- Supp) and Proposition 1B funded programs. The TSGU administers transit related grants in coordination with California's four (4) Regional Transit Security Working Groups (RTSWG).

Infrastructure Protection Grant Unit (IPGU)
The Infrastructure Protection Grant Unit (IPGU) is responsible for the overall grant management of the California Port and Maritime Security Grant Program funded from Proposition 1B funds, the Public Safety Interoperable Communications (PSIC), Urban Area Security Initiative-Non Profit Security Grant Program (NSGP), Operation Stonegarden (OPSG), and Regional Catastrophic Preparedness Planning Grant (RCPG) grant programs. The IPGU also supports Buffer Zone Protection Program grants and California's federal Port Security Grant Program (PSGP) submission. Grant management activities in the IPGU are coordinated with the California Maritime Security Council and Area Maritime Security Councils, the California Statewide Interoperability Executive Committee (CALSIEC) and the Public Safety Radio Strategic Planning Committee

RELATED LINKS

- Assistance to Firefighte Grant
- FAQs
- Fiscal and Reporting
- Grant Tools
- Homeland Security
- Infrastructure Protectio
- Monitoring and Audits
- Transit Security

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Preparedness and Training
Regional Operations
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BRANCHES
Citizen Preparedness
Critical Infrastructure
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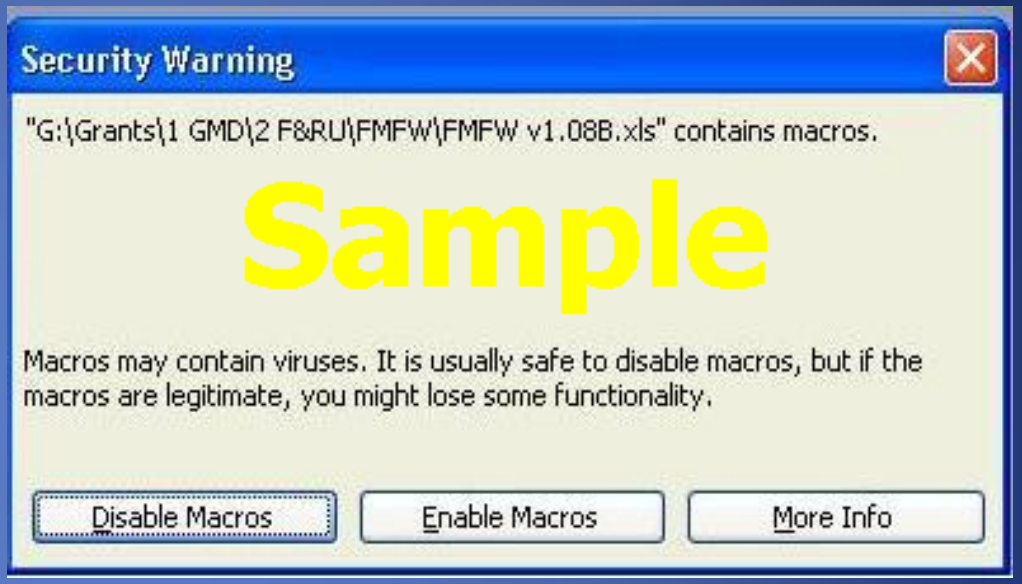
Financial Management Forms Workbook
Excel document with macros
Excel document without macros
RELATED LINKS
Assistance to Firefighte Grant
FAQs
Fiscal and Reporting
Grant Tools
Homeland Security
Infrastructure Protectio
Monitoring and Audits
Transit Security

Instructions to enable macros for Excel 2003

1. Click on “Tools”
2. “Macros”
3. “Security”
4. Set it to “Medium”
5. Save / Close / Reopen the FMFW
6. Click on “Enable Macros”



Instructions to enable macros for Excel 2007 (Part 1)

1. Click on the round Office Button in the top left
2. Click on Excel Options in the lower right of the drop down box
3. Select Popular Module along the left side
4. Check the Show Developer tab in the Ribbon option
5. Hit OK

Instructions to enable macros for Excel 2007 (Part 2)

1. Click on the Office button in the top left (again)
2. Click on Excel Options in the lower right of the drop down box
3. Select the Trust Center module along the left
4. Click on the Trust Center Settings… button
5. Select the Macro Settings module along the left
6. Set the Macro Settings to Enable all macros…
7. Check the Trust access to the VBA project… option
8. Hit OK

Financial Management Forms Workbook Composition

1. Instructions
2. Application Cover Sheet
3. Project Descriptions
4. Grant Management Roster
5. Project Ledger
6. Equipment Inventory

Financial Management Forms Workbook Composition

7. Training Roster
8. Planning Roster
9. Exercise Roster
10. Authorized Agent Signature Page
11. Application Check List
12. Summary

Z

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Instruct. | Auth. Agent | Summary | AEL | Specific

INSTRUCTIONS FOR COMPLETING CALEMA GRANT APPLICATION

This tab provides detailed instructions on how to complete the Financial Management Forms Workbook v1.09 (FMFW). For further guidance, please refer to your Program Repr
If you experience technical difficulties, please contact Fiscal & Reporting Unit staff (contact information located at the bottom of this sheet).

TAB	SECTION	EXPLANATION
COVER SHEET		Use the Cover Sheet to apply for grant programs. Each grant program requires its own separate cover sheet.
	CFDA Number	Enter CFDA number (optional). Enter only once on the Cover Sheet. The number will be carried over to all sheets t
	Applicant Information Area	Complete this area by prov ng your organization's name, FIPS number, Date, and Grant ID number. Th inf ma n ll be ar d f subsequent tabs and will not have to be re-entered.
	FIPS Lookup	Use this button to look up the FIPS number associated with your organization. Organization name must be entered this function is able to search the FIPS number list. If not entered correctly, or if name does not exist in the list, ple enter it manually. If FIPS number is not known, contact your Program Representative.
	Today's Date	Press this button to automatically enter current date into date fields on Cover Sheet.
	Program Selection	Use the Up/Down arrows to select your grant program. Additional grant programs will require separate cover sheets. **Each additional cover sheet must have original signatures**. Grant program's unique Statement Certification will auto-populate at bottom of cover sheet.
	Amount Requested	Provide the amount that you are requesting for the specified grant program. Each additional grant program requires its own separate amount. Do not combine multiple grant program amounts on any one cover sheet.

Sample

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Instruct. | Auth. Agent | Summary | AEL | Specific

GRANT APPLICATION COVER SHEET

Alterations to this document may result in delayed application approval, modification, or reimbursement requests.
Subgrantees may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.

CFDA #: 123456789

1. Applicant Name:	
2. FIPS #:	FIPS Lookup
3. Date:	Today's Date
4. Grant Number:	2008-0026

5. Program Selection	6. Amount Requested	7. FOR YEAR
Nonprofit Security Grant Program (NSGP)	$ 652,314	2008

For State Use only

Application Approved By:	
Grant Performance Period:	
FIPS Number:	
Grant Number:	
Date:	

8. Authorized Body of 5- Signature and contact information

Position	Signature	Printed Name	Title	Designee Y/N	Phone	Email
County Public Health Officer		Jane Johnson	Health Officer		916-213-0564	jane.johnson@email.com
County Fire Chief		John Smith	Fire Chief		916-541-0854	john.smith@email.com
Municipal Fire Chief		Bob Jones	Health Officer		916-312-5843	bob.jones@email.com
County Sheriff		Bryan Williams	Sheriff		916-855-3245	bryan.williams@email.com
Chief of Police		Gary Davis	Police Chief		916-656-4412	gary.davis@email.com
Additional Position (Optional)						
Additional Position (Optional)						

Sample

9. Authorized Agent contact information

Authorized Agent's Name	Title	Mailing Address	City	State	Zip	Phone	Email
Nancy Kline	Accounting Chief	6534 L Street	Sacramento	CA	95814	916-322-6032	nancy.kline@email.com
Bill Banes	Administrative Assistant	6534 L Street	Sacramento	CA	95814	916-322-6053	bill.banes@email.com

Contact's Name	Title	Mailing Address	City	State	Zip	Phone	Email
James Woodward	Account Clerk II	6534 L Street	Sacramento	CA	95814	916-322-6051	james.woodward@email.com

10. Statements of Certification

Statement of Certification-Approval Authority Body - NSGP

By signing below, I hereby certify I am the duly appointed Authorized Agent as described in the Governing Body Resolution and have the authority to apply for the Nonprofit Security Grant Program, and the organization's application represents the needs for the Nonprofit Security Grant Program.

Select Application Type: UASI, OA, SA, or TA-	OA

Statement of Certification - County Authorized Agent - By signing below, I hereby certify I am the duly appointed Authorized Agent and have the authority to apply for this Grant Program and the Operational Area's application represents the needs for this Grant Program.

11. Authorized Agent name/signature/date

Printed Name	Signature	Date
	Sample	Tuesday, May 19, 2009

COPY SHEET

If applying for multiple grant programs, you must submit one Cover Sheet for each additional grant program. Click on the button to the left to create a copy of this Cover Sheet.
TIP: Complete your first Cover Sheet entirely before making additional copies. This method will copy your data to the new Cover Sheet and prevent from having to re-enter the information. On the copy, select the new grant program and enter the appropriate year and amount. The copied sheet will automatically be placed immediately after this sheet.

FORMULA RESET Reset all formulas on this tab. Use if formulas were accidentally deleted.

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Instruct. | Auth. Agent | Summary | Specific

PROJECT LEDGER

Alterations to this document may result in delayed application approval, modification, or reimbursement requests.
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Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.

CFDA # | 97.067 HSGP | 97.071 MMRS |

CLEAR | **LEDGER TYPE:** | Initial Application
Initial App. | Today's Date: | Wednesday, December 23, 2009
Cash Req. | Expenditure Period: | (Date) From: (Date) To:
MOD.
Advance

PREPARE NEW MOD ITEM

SELECTION | SELECTION | SELECTION | SELECTION

ROW | ROW | ROW | ROW

ROW SIZE 15 | ROW SIZE AUTO | FORMULA RESET | NEW CASH/ MOD REQUEST

Item Number	Project	Project Name	Funding Source	Discipline	Solution Area	Solution Area Sub-Category	Total Obligated	Amount Approved Previous	**Amount This Request**	Match Amount	Total Approved	Remaining Balance	Percentage Complete
			S H	S H	S H	S H	**2,808,508**	-	-	-	-	**2,808,508**	
1	A	MMRS Equipment	MMRS	EMS-F	Equip	Medical	43,222				-	43,222	
2	A	MMRS Equipment	MMRS	EMS-F	Equip	Other	52,423				-	52,423	
3	A	MMRS Equipment	MMRS	EMS-F	Equip	CBRNE	23,423				-	23,423	
4	A	MMRS Training	MMRS	EMS-F	Train	Overtime	423				-	423	
5	A	MMRS Training	MMRS	EMS-F	Train	Backfill	4,355				-	4,355	
6	A	MMRS Training	MMRS	EMS-F	Tra	Training	253,423				-	253,423	
7	B	Management and Administration	SHSGP	GA	Ma	gem	54,6				-	54,654	
8	B	County Fire OES- Grant Planners Project	SHSGP	EMG	Plan	op,	43,2				-	43,255	
9	B	Management and Administration	SHSGP	GA	M & A	Management	4,344				-	4,344	
10	B	Terrorism Liaison Officer (TLO)	SHSP/LE	LE	Plan	Develop,	500				-	500	
11	B	Management and Administration	SHSGP	GA	M & A	Management	553				-	553	
12	C	Law Enforcement Training Projects	SHSP/LE	LE	Train	Overtime	52,000				-	52,000	
13	C	Law Enforcement Training Projects	SHSP/LE	LE	Train	Backfill	33				-	33	
14	C	Law Enforcement Training Projects	SHSP/LE	LE	Train	Training	334,456				-	334,456	
15	C	Operational Area Wide Training - Hazmat	SHSGP	HM	Train	Training	335				-	335	
16	D	Operational Area Wide Training -	SHSGP	EMG	Train	Training	5,553				-	5,553	
17	D	Operational Area Wide Training-Fire	SHSGP	FS	Train	Training	56,543				-	56,543	
18	D	Management and Administration	SHSGP	GA	M & A	Management	78,543				-	78,543	
19	E	COPLINK	SHSP/LE	LE	Equip	Terrorism	65,467				-	65,467	
20	E	Management and Administration	SHSGP	LE	M & A	Management	446,754				-	446,754	
21	E	Law Enforcement Projects	SHSP/LE	LE	Equip	CBRNE	665,554				-	665,554	
22	F	Management and Administration	SHSGP	LE	M & A	Management	533				-	533	
23	F	Portable Towable Power Generator	SHSP/LE	LE	Equip	CBRNE	554				-	554	
24	F	Management and Administration	SHSGP	GA	M & A	Management	33,564				-	33,564	
25	F	EOC Outfitting	SHSGP	EMG	Equip	Interoperable	3,356				-	3,356	
26	G	EOC Outfitting	SHSGP	EMG	Equip	Information	43,566				-	43,566	
27	G	EOC Outfitting	SHSGP	EMG	Equip	Other	5,446				-	5,446	
28	H	Bar Code Reader/Printer Training	SHSP/LE	LE	Train	Training *	335,676				-	335,676	
29	H	TICP Contractor	SHSGP	EMG	Plan	Develop and	200,000				-	200,000	
30											-	-	
31											-	-	
32											-	-	

Sample

FMFW: Project Descriptions

- 20 Projects maximum (A to T)
- Please include project letter when entering in BSIR
- Be as descriptive and concise as possible (Max 1000 Characters)
- Do not use terms that are only meaningful locally
- Investment, Goals Objectives and Project Milestone & Justifications

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Instruct.	Auth. Agent	Summary	AEL	Specific	PROJECT DESCRIPTIONS

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CFDA #: 123456789

2008-0026

AUTO FIT ROWS | ROW SIZE 145

	Project	State Investment Justification Goals and Objectives	Project Description	Need	Project Milestone & Justifications
	Project A	Investment #1 Goal 1 Objective #1.12	This project involves the purchase of a Type I Mobile Emergency Operations - Mobile Communications Vehicle. The unit will include local, county, regional, state, and national mutual aid communications capabilities. The unit will be a regional mutual aid resource and will be housed and maintained by the City of San Bernardino. Project deliverables include; Mobile EOC Communications Vehicle.	Using the TCL as a benchmark to have interoperable communications established with local, state, and regional authorities within 30 minutes of a major incident there are no local Mobile EOC/Communications Vehicles immediately available to meet this requirement. The closest most appropriate Mobile EOC/Communications vehicle is a San Bernardino County Sheriff unit though is not always available due its response area covering more than 20,015 square miles.Using the TCL as a benchmark to have interoperable communications established with local, state, and regional authorities within 30 minutes of a major incident there are no local Mobile EOC/Communications Vehicles immediately available to meet this requirement. The closest most appropriate Mobile EOC/Communications vehicle is a San Bernardino County Sheriff unit though is not always available due its response area covering more than 20,015 square miles.Using the TCL as a benchmark to have interoperable communications established with local, state, and regional authorities within 30 minutes of a	At the 6 month mark, this project will be __% complete and $___ funds will be expended. At the 12 month mark, this project will be __% complete and $___ funds will be expended. At the 18 month mark, this project will be __% complete and $___ funds will be expended.
	Project B	Investment #2 Goal 2 Objective 2.8	This project supports the Multi-UASI Information Sharing, Collaboration and Law Enforcement Investment with California's other UASIs. The local project will involve our linkage to the Coplink information sharing and law enforcement case de-confliction product. Project elements will include licensing, user feels, software, and vendor training and technical support. Project deliverables include; Coplink (a proprietary) Information Sharing/Case De-confliction system.	Currently there is no existing law enforcement information sharing or case de-confliction system in place within the region. Law enforcement investigative sharing and case de-confliction is essential to support the on the ground anti-terrorism, prevention, interdiction, and investigative activities currently being conducted by law enforcement personnel and agencies with jurisdictional authority.	At the 6 month mark, this project will be __% complete and $___ funds will be expended. At the 12 month mark, this project will be __% complete and $___ funds will be expended. At the 18 month mark, this project will be __% complete and $___ funds will be expended.

Sample

FMFW: Grant Management Roster

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Instruct.	Auth. Agent	Summary	AEL	Specific	GRANT MANAGEMENT

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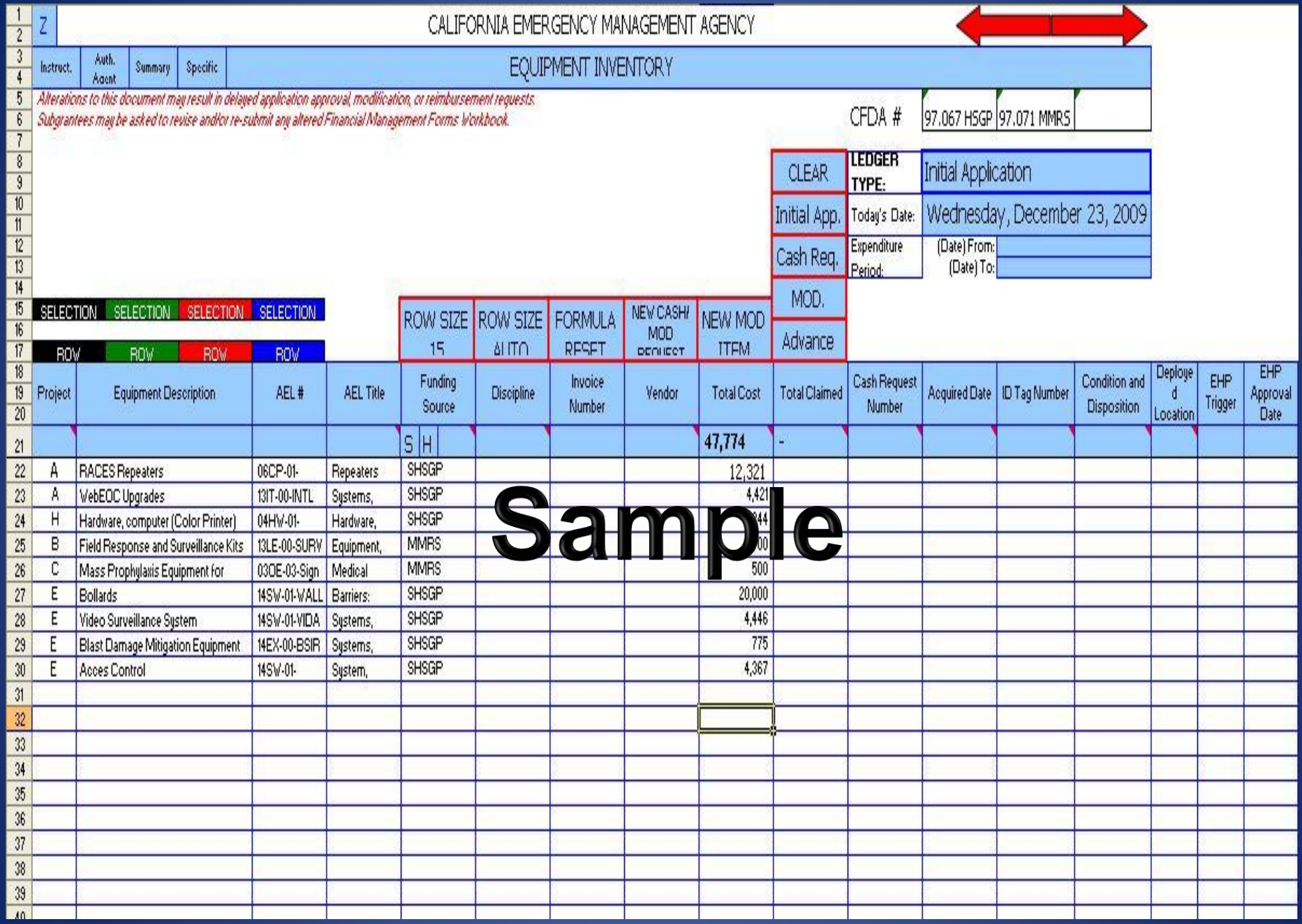
CFDA #: 123456789

2008-0026

Sample

Name	Title	Area of Responsibility	Employee \ Contractor	Employee Status
	S H	S H	S H	
Nancy Kline	Accountant	ant Management	Employee	Full Time
Bill Banes	Support Staff	Recordkeeping	Employee	Part Time
James Woodward	Accountant	Grant Administration	Employee	Full Time



CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Instruct. | Auth. Agent | Summary | Specific

EQUIPMENT INVENTORY

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CFDA # 97.067 HSGP | 97.071 MMRS

CLEAR | Initial App. | Cash Req. | MOD. | Advance

LEDGER TYPE: Initial Application
Today's Date: Wednesday, December 23, 2009
Expenditure Period: (Date) From: (Date) To:

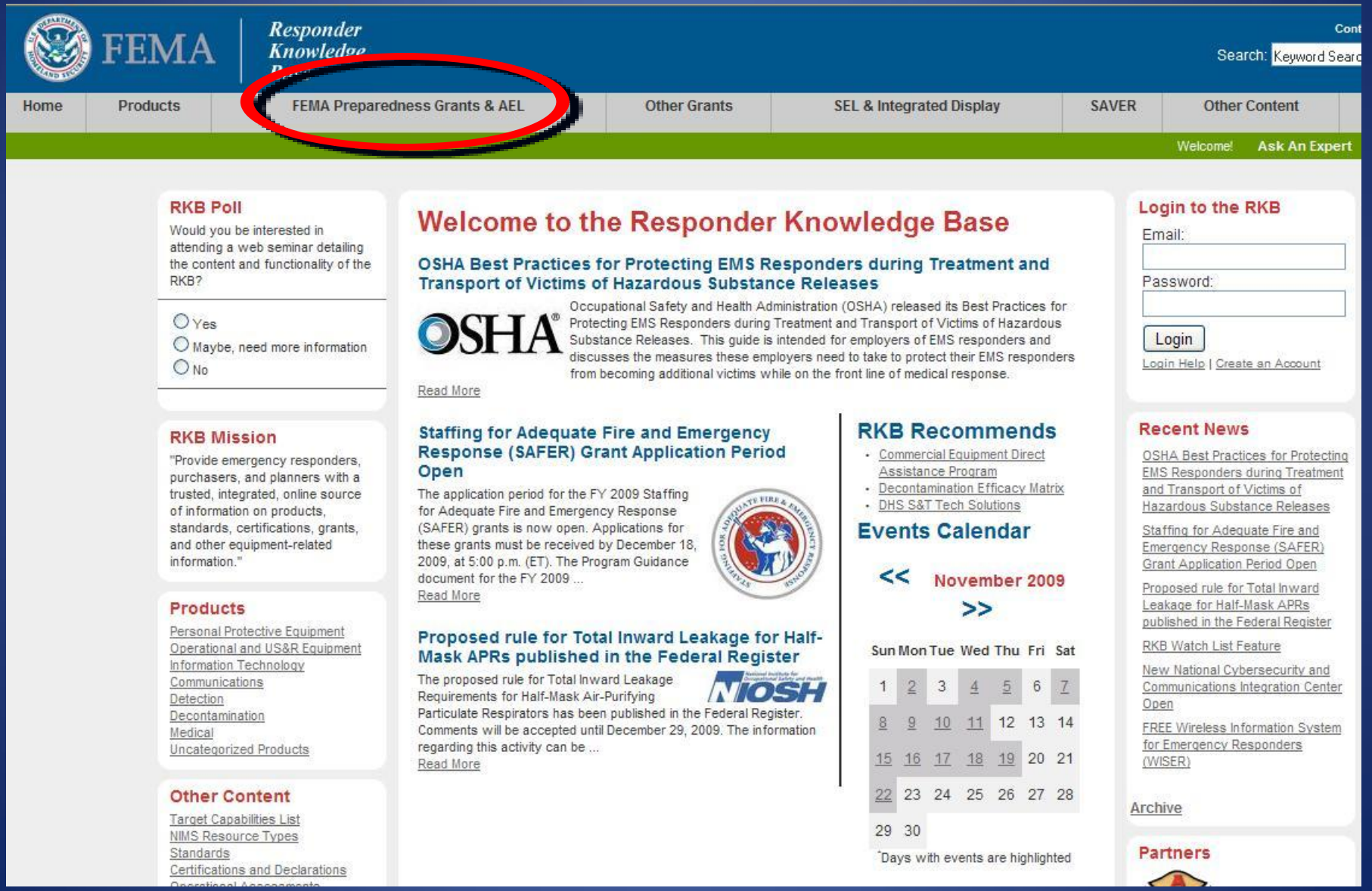
SELECTION SELECTION SELECTION SELECTION
ROW ROW ROW ROW

ROW SIZE 15 | ROW SIZE AUTO | FORMULA RESET | NEW CASH/MOD REQUEST | NEW MOD ITEM

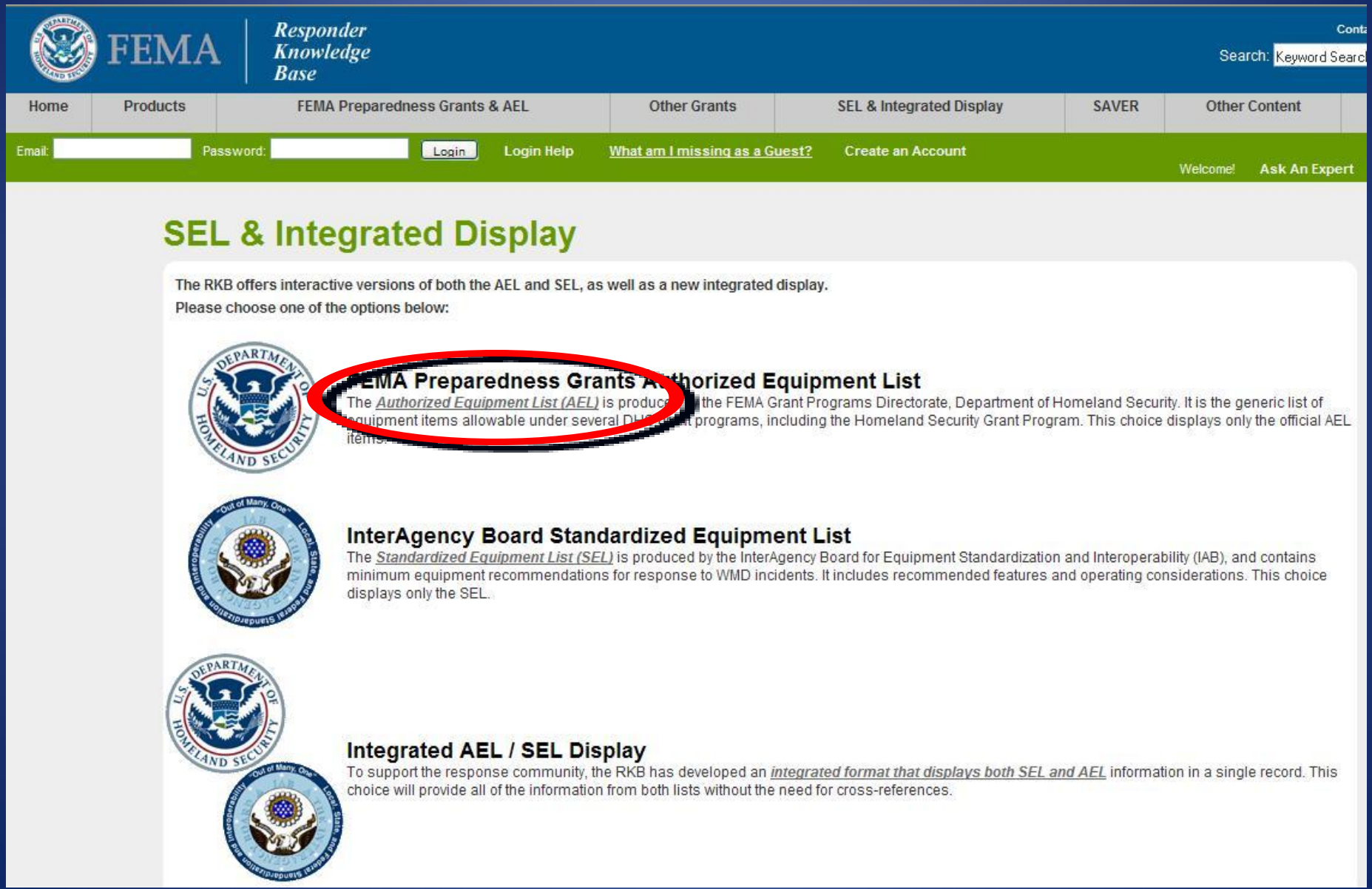
Project	Equipment Description	AEL #	AEL Title	Funding Source	Discipline	Invoice Number	Vendor	Total Cost	Total Claimed	Cash Request Number	Acquired Date	ID Tag Number	Condition and Disposition	Deployed Location	EHP Trigger	EHP Approval Date
				S H				47,774	-							
A	RACES Repeaters	06CP-01-	Repeaters	SHSGP				12,321								
A	WebEOC Upgrades	13IT-00-INTL	Systems,	SHSGP				4,421								
H	Hardware, computer (Color Printer)	04HW-01-	Hardware,	SHSGP				344								
B	Field Response and Surveillance Kits	13LE-00-SURV	Equipment,	MMRS				00								
C	Mass Prophylaxis Equipment for	03DE-03-Sign	Medical	MMRS				500								
E	Bollards	14SW-01-WALL	Barriers:	SHSGP				20,000								
E	Video Surveillance System	14SW-01-VIDA	Systems,	SHSGP				4,446								
E	Blast Damage Mitigation Equipment	14EX-00-BSIR	Systems,	SHSGP				775								
E	Acces Control	14SW-01-	System,	SHSGP				4,367								

Sample

Web Link: www.rkb.us



Web Link: www.rkb.us/lists.cfm



DHS Authorized Equipment List

Search Phrase: Search

The **Authorized Equipment List (AEL)**, published by the FEMA Grant Programs Directorate, Department of Homeland Security, is used to determine equipment allowability under multiple grant programs as shown below. This version of the AEL applies to **FY2005 and later Fiscal Years** unless otherwise noted in the individual item data.

This list contains all items. Click here to customize by Grant.

Expand | Collapse All *(may take a while)*

- **AEL**
  - [01] Personal Protective Equipment
  - [02] Explosive Device Mitigation and Remediation Equipment
  - [03] CBRNE Operational and Search and Rescue Equipment
  - [04] Information Technology
  - [05] Cyber Security Enhancement Equipment
  - [06] Interoperable Communications Equipment
  - [07] Detection
  - [08] Decontamination
  - [09] Medical
  - [10] Power
  - [11] CBRNE Reference Materials
  - [12] CBRNE Incident Response Vehicles
  - [13] Terrorism Incident Prevention Equipment
  - [14] Physical Security Enhancement Equipment
  - [15] Inspection and Screening Systems
  - [16] Agricultural Terrorism Prevention, Response, and Mitigation Equipment
  - [17] CBRNE Prevention and Response Watercraft
  - [18] CBRNE Aviation Equipment
  - [19] CBRNE Logistical Support Equipment
  - [20] Intervention Equipment
  - [21] Other Authorized Equipment

View the AEL change log

Downloads

Download a copy of the AEL:

- PDF (Section 508 Accessible)
- PDF (Checkbox Format)
- MS Excel

FY2009 Grant Guidance NEW!

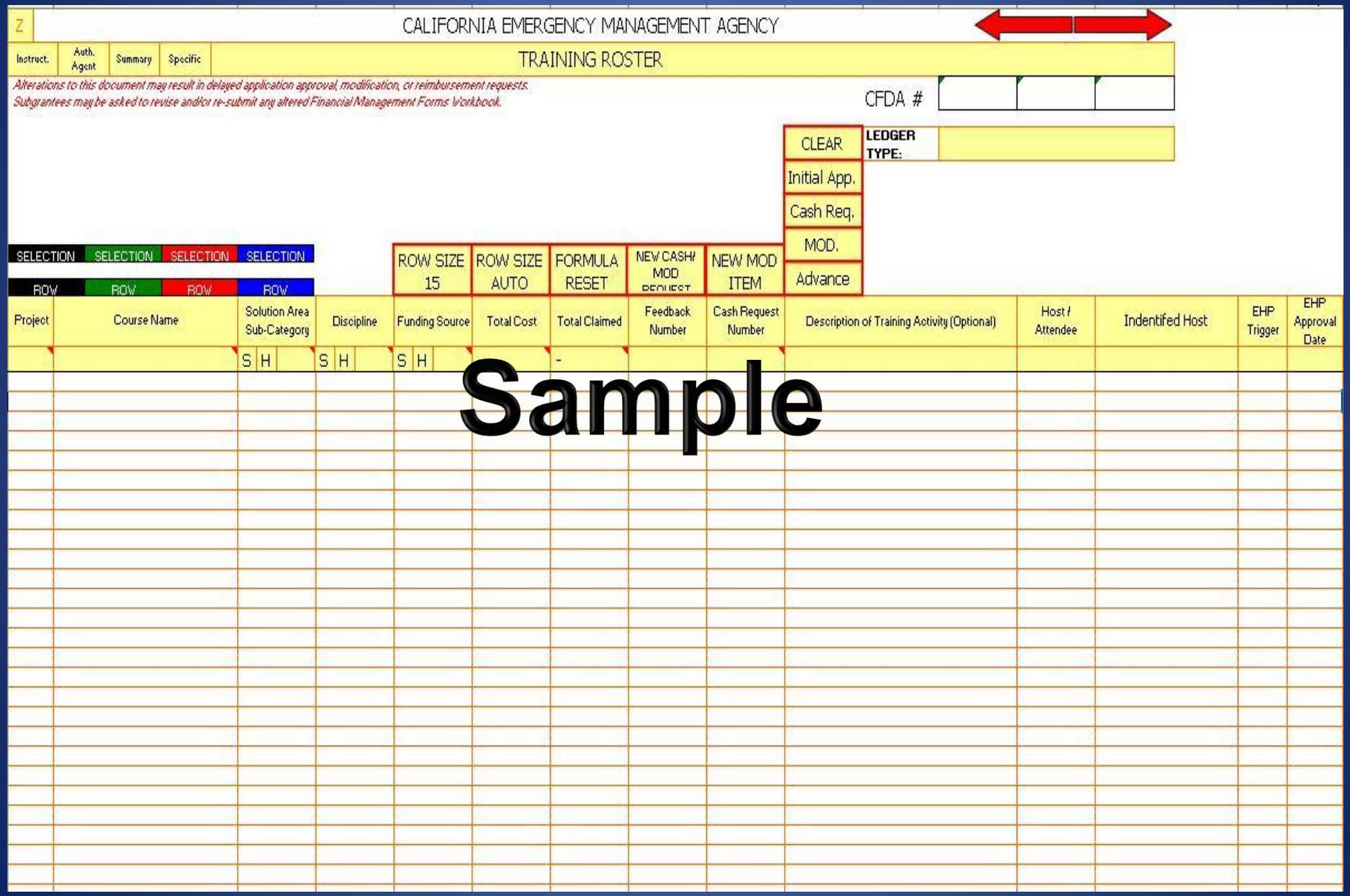
- FY2009 BZPP Grant Guidance
- FY2009 EMPG Grant Guidance
- FY2009 HSGP Grant Guidance
- FY2009 IBSGP Grant Guidance
- FY2009 IECGP Grant Guidance
- FY2009 OPSG Grant Guidance
- FY2009 PSGP Grant Guidance
- FY2009 RCPGP Grant Guidance
- FY2009 SHSP-tribal Grant Guidance
- FY2009 TSGP Grant Guidance
- FY2009 TSP Grant Guidance
- FY2009 UASI-NSGP Grant Guidance

FY2008 Grant Guidance

FY2007 Grant Guidance

View all DHS bulletins

FMFW: Training Roster



www.ohs.ca.gov/hseep/trainingHome.html

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Governor's Office of Homeland Security

Matthew R. Bettenhausen, Director

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Training and Exercises

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- Training Branch
- Public Information Tools
- Public Officials
- State Training Providers
- [illegible] Courses
- Training Request Form
- [illegible] Application

Propositions

- 1B - Transportation
- 1C - Housing
- 1D - Education
- 1E - Flood Control
- 84 - Natural Resources

Lease Revenue Bonds

- Department of Corrections and Rehabilitation

Home » Training » **Training Branch**

Homeland Security Training and Exercises

MISSION STATEMENT:

The mission of the Homeland Security Training Branc
community of California by providing training referrals,
materials. Through partnerships with federal, state an
ensure the widest possible access to WMD/CBRNE/
local delivery of training and exercises, and coordinat

For additional information regarding the Homeland Se
at (916) 324-9128, Fax 916-324-5929, Monday throug

FY 2009 Homeland Security Grant Program.

May's 2009 Training Bulletin [pdf]. Consolidation of St

California NON-SLGCP Courses Available for ODP Fund Expenditures.

The California Office of Homeland Security (OHS), is pleased to announce that Operational Areas (OA's) an
Homeland Security Grant Program (HSGP) funds for Federal and California courses are required to submit.
processing and assigning a Federal Tracking Number which is used for grant reimbursement. Homeland Se
WMD/CBRNE/Terrorism courses available through Cali[illegible] Training Providers.

* **To attend all WMD/CBRNE Courses, pleas[illegible] out the Training Request Form electron[illegible]ly.**

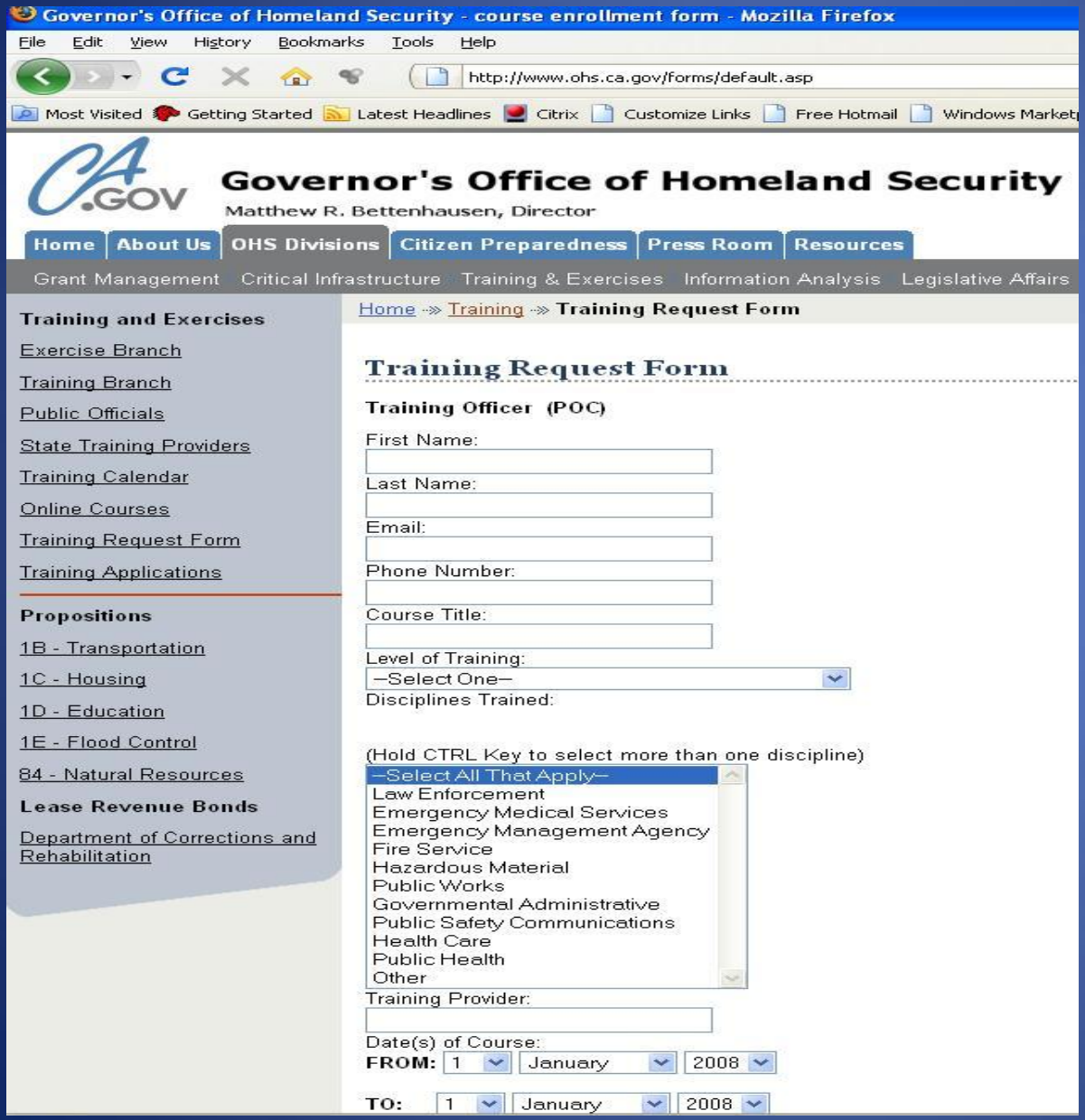
* Terrorism Awareness Courses offered to accommodate [illegible] TLO Grant Requirements.

Overseas Travel Procedures Link [pdf]

Mobile Training Team Request Form [doc]

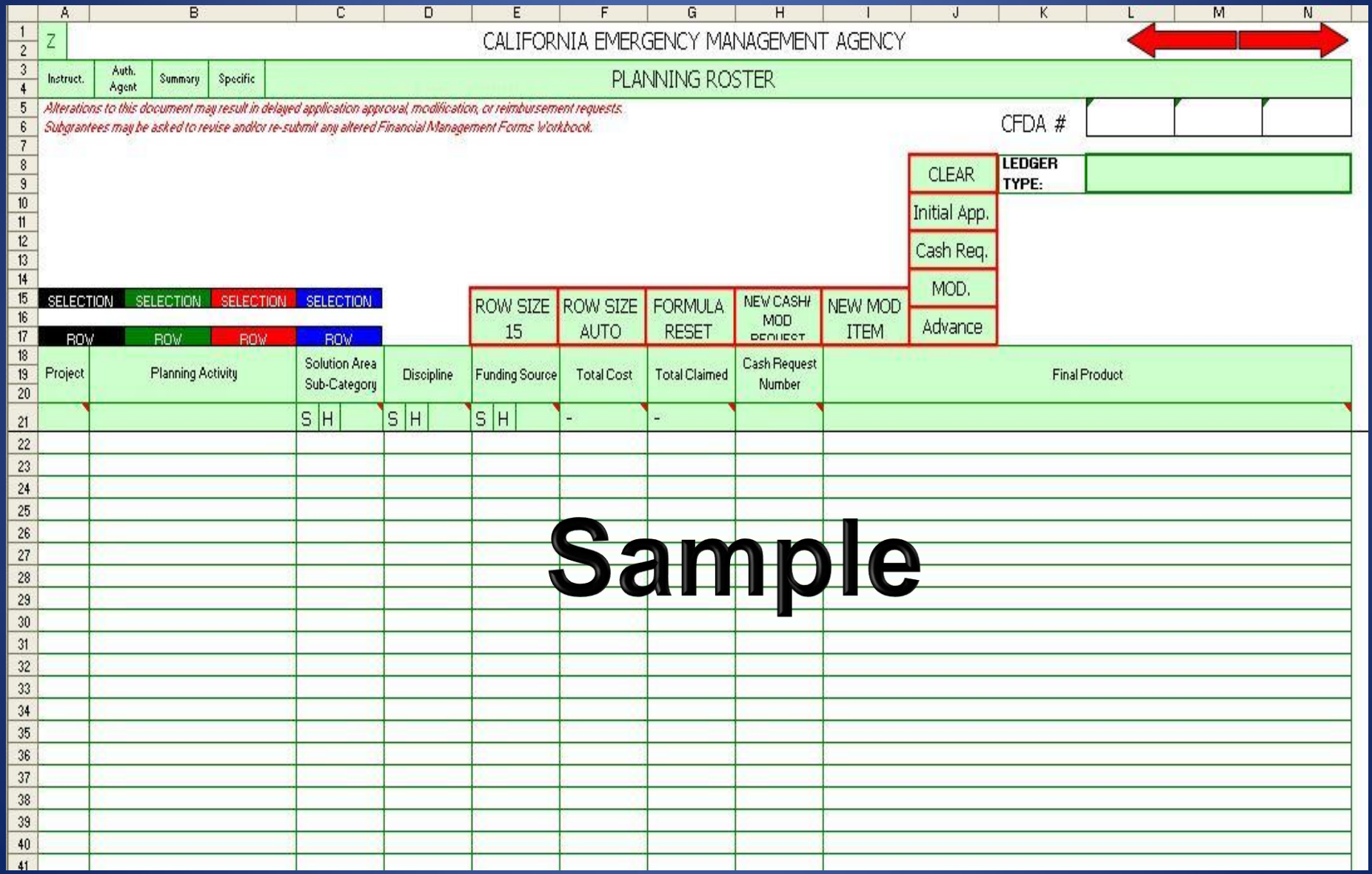
Instructions for Course Development

www.ohs.ca.gov/forms/default.asp



Click Submit

FMFW: Planning Roster



Z

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Instruct. | Auth. Agent | Summary | Specific

PLANNING ROSTER

Alterations to this document may result in delayed application approval, modification, or reimbursement requests.
Subgrantees may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.

CFDA #

CLEAR | LEDGER TYPE:

Initial App. | Cash Req. | MOD. | Advance

SELECTION | SELECTION | SELECTION | SELECTION

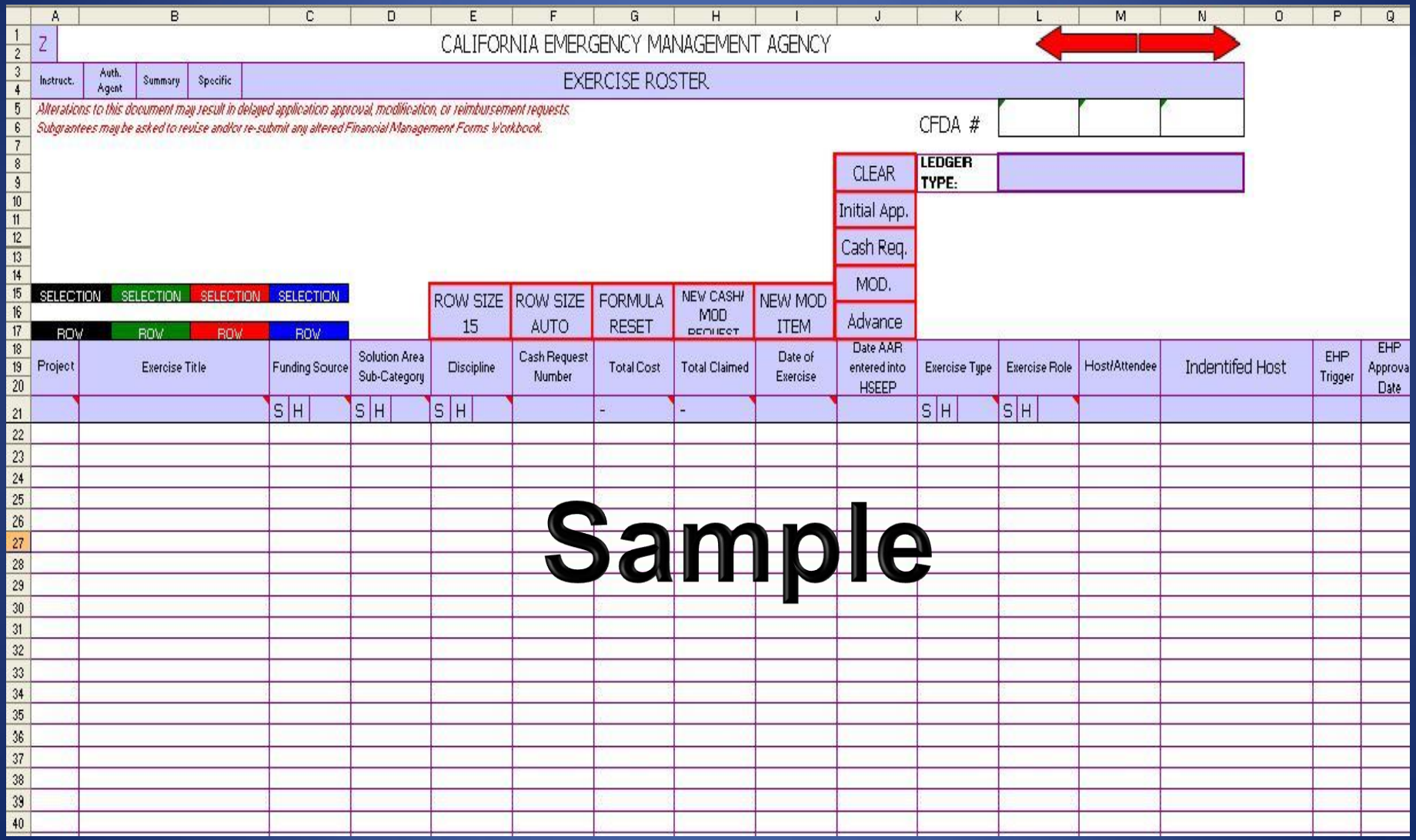
ROW | ROW | ROW | ROW

ROW SIZE 15 | ROW SIZE AUTO | FORMULA RESET | NEW CASH/ MOD REQUEST | NEW MOD ITEM

Project	Planning Activity	Solution Area Sub-Category	Discipline	Funding Source	Total Cost	Total Claimed	Cash Request Number	Final Product
		S H	S H	S H	-	-		

Sample

FMFW: Exercise Roster



CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Instruct. | Auth. Agent | Summary | Specific

EXERCISE ROSTER

Alterations to this document may result in delayed application approval, modification, or reimbursement requests.
Subgrantees may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.

CFDA #

CLEAR | Initial App. | Cash Req. | MOD. | Advance

LEDGER TYPE:

SELECTION | SELECTION | SELECTION | SELECTION

ROW | ROW | ROW | ROW

ROW SIZE 15 | ROW SIZE AUTO | FORMULA RESET | NEW CASH/ MOD REQUEST | NEW MOD ITEM

Project	Exercise Title	Funding Source	Solution Area Sub-Category	Discipline	Cash Request Number	Total Cost	Total Claimed	Date of Exercise	Date AAR entered into HSEEP	Exercise Type	Exercise Role	Host/Attendee	Indentified Host	EHP Trigger	EHP Approval Date
		S H	S H	S H		-	-			S H	S H				

Sample

Z

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Instruct. | Auth. Agent | Summary | AEL | Specific

AUTHORIZED AGENT

Alterations to this document may result in delayed application approval, modification, or reimbursement requests.
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CFDA #:

Supporting Information for Reimbursement/Advance of State and Federal Funds

Reimbursement Type (Select one option below)

This request is for an/a: **Initial Application**

Initial App | Cash Request | Modification | Advance | CLEAR

This claim is for costs incurred within the grant expenditure period from _____ through _____
and does not cross fiscal years.

(Beginning Expenditure Period Date) (Ending Expenditure Period Date)

Sample

Under Penalty of Perjury I Certify that:
I am the duly authorized officer of the claimant herein. This claim is true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances.

Statement of Certification - Authorized Agent
By signing below, I hereby certify that I am the duly appointed Authorized Agent and have the authority to apply for the Homeland Security, Transit Security, Non-Profit Security Grant Program, PROP 1B, Urban Area Security Initiative, and the Operational Area's application represents the needs for the State Homeland Security Program

Printed Name

Signature of Authorized Agent

Date

Enter Date

Mail workbooks to:

Your Rep's Name
Homeland Security Grants - CalEMA
California Emergency Management Agency
3650 Schriever Avenue
Mather, CA 95655

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Instruct.	Auth. Agent	Summary	AEL	Specific	APPLICATION CHECKLIST

	OA	OA	UASI	SA	TA

Org. type (select one from above)

2008-0026

NOTES

OPERATIONAL AREA

Complete	In-Complete		APPLICATION FORMS - OPERATIONAL AREAS
Complete	In-Complete		Coversheet
Complete	In-Complete		Approval Authority & POC Contact Information
Complete	In-Complete	X	Approval Authority Body (Member Information) form
Complete	In-Complete	X	Governing Body Resolution – Authorized Agents
Complete	In-Complete	X	Grant Assurances
Complete	In-Complete	X	Financial Management Forms Workbook
Complete	In-Complete	X	Project Ledger
Complete	In-Complete	X	Project Description
Complete	In-Complete	X	Planning Roster
Complete	In-Complete	X	Equipment Inventory – Ledger
Complete	In-Complete	X	Training Roster
Complete	In-Complete	X	Exercise Roster
Complete	In-Complete	X	Grant Mgt Capacity/Roster
Complete	In-Complete	X	Authorized Agent Signature
Complete	In-Complete	X	Narrative Attachments (Hard Copy to be Mailed)
Complete	In-Complete	X	CAL JRIES Access
Complete	In-Complete	X	TLO Identification
Complete	In-Complete	X	Description of 25% Federal Overarching Priorities 2 & 3
Complete	In-Complete	X	TICP*

Sample

Completed Items	17
Total Items	20
Percent Complete	85%

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Instruct. | Auth. Agent | Summary | AEL | Specific | SUMMARY

WARNING! Do not alter this sheet in any way. Do not insert/delete columns/rows etc. Any alteration will disable macros associated with running this report.

Date: 5/19/2009 ENTER DATE

2008-0026

CLEAR ALL | RUN ALL

This report is generated from the following sheet (Enter Sheet Name): project ledger GO TO

AWARDS | PROJECTS | ALLOCATIONS | SOL. AREA | FUNDING

Grant Awards and Amounts

CLEAR

Grants	Grant Name	Grant Number	Grant Year	Award Amt.
Grant 1	Nonprofit Security Grant Program (NSGP)	2008-0026	2008	652,314
Grant 2				
Grant 3				
Grant 4				
Grant 5				
				652,314

Sample

Project Summary

CLEAR

Project	Projects	Obligated	Expended
A	Computer Aided Dispatch Interconnectivity	38,250	-
B	Telephonic Emergency Alert System	4,500	-
C	Hazardous Materials Team-SCBA	51,400	-
D	Interoperable Communications Equipment	94,432	-
E	Emergency Operating Center Strategic Plan	33,000	-
F	Geographic Information System Data	136,200	-
G	Evacuation Planning	49,500	-
H	Urban Search and Rescue	87,350	-
I	Community Outreach	20,619	-
J	Training	63,295	-
K	Trauma Kits for Emergency Response	15,468	-
L	Testing	56,112	-
M	Training	321,000	-

		+/-
Sum of UASI and SHSGP Award:	976,999	
Law Enforcement Requirement (Minimum 25% of HSGP):	46.422%	21.422%

Sample

Sum of HSGP Award (SHSGP, UASI, MMRS, CCP):	1,354,268	
Preparedness Requirement (Minimum 25% of HSGP):	18.00%	-7.001%

Financial Management Forms Workbook

- **FMFW v1.09B can currently be used for FY 07,08 & 09**
- **Marked with a disclaimer advising against altering the document**

  "Alterations to this document may result in delayed application approval, modification, or reimbursement requests. Subgrantees may be asked to revise and/or resubmit any altered Financial Management Forms Workbook."

Cash Request (Reimbursement)

Cash Request Process

1. Sub-grantee submits request
2. Regional Representative for review & approval

- Verify cash request is filled out completely (i.e. dollar amounts are in the correct columns; the expenditure period is listed)
- Payment for Equipment: Equipment Ledger must be completed (AEL) and attached.
- Payment for Training: Training roster must be completed and attached.
- Payment for Exercise: Exercise roster must be completed and attached. Date of After Action Report (AAR) entered into HSEEP (continued)

Cash Request Process

2. Regional Representative for review & approval

   - Verify Milestone/ Extension Date – Always verify if equipment purchased met the performance milestone period and granted extension.
   - Expenditure Period – Verify expenditure period does not cross fiscal years
     (State fiscal year - July 1st to June 30th)
   - EHP requirements

3. Fiscal Analyst reviews and verify with ALS

   - Check the ALS to verify that "Wet" signature on request is an authorized agent.

Cash Request Process

4. Fiscal Analyst reviews
5. Fiscal Program Manager reviews and approves
6. Director final approval
7. Request forwarded to Accounting, and payment notification is mailed to subgrantee
8. Accounting transmits claim schedule to State Controller's Office
9. Warrant Issued (Check)

Cash Request Process (without macros)

First Cash Request:

1. Copy "Project Ledger" tab and rename to "Cash Request #1"
2. Complete "Cash Request #1"

Second and Subsequent Cash Requests:

1. Copy "Cash Request #1"
2. Rename tab to "Cash Request #2"
3. Copy amounts from "Total Approved" column into "Amount Paid previous" column
4. Clear "Amount This Request" column
5. Enter amounts for current request
6. Submit and repeat steps above for subsequent requests

Cash Advance

Cash Advance

FY2006 - FY2009 Grants

- **Draw down funds up to 120 days (PSIC - 30 Days) prior to expenditure**
- **Federal guide requires advances must be deposited in interest bearing account**
- **All interest earned must be reported to Cal EMA accounting**
- **Subgrantee may retain $100 in interest per Federal Fiscal Year for administrative expenses (Not per award)**

Cash Advance

- **Interest returned at least quarterly to:**

United States Dept. of Health & Human Services
Division of Payment Management Services
P.O. Box 6021
Rockville, MD 20852

- **Draw down funds as close to expenditure as possible**
- **All funds not expended within 120 (PSIC-30 Days) days must be returned to Cal EMA**
- **Status of all advances will be reported on cash requests subsequent to the advance**

Modification

Modification Request (without macros)

1. Latest Working Project ledger
2. Copy "Project Ledger" tab
3. Rename to "Modification X", with "X" representing the modification number
4. Red Strikethrough for delete
5. Blue for new text
6. Submit to Cal EMA electronically (Email)
7. Cal EMA's Regional Representative will review, approve or request additional information
8. Once approved, submit approved modification with "wet" signature page from Authorized Agent.
9. Use latest modification as basis for next cash request

Subgrantee responsibilities in Modification Request

- Communicate request to Cal EMA
- Receive approval and confirmation
- Request funds consistent with the modification
- Biannual Strategy Implementation Report (BSIR)
- Report changes in Grant Reporting Tool (GRT)

Closeout

Closeout Letters FY01 - FY04

453

2002-0088-FY01 State Domestic Preparedness Grant Program	(57)
2002-0133-FY02 State Domestic Preparedness Grant Program	(60)
2003-0167-FY03 State Homeland Security Grant Program – Part 1	(93)
2003-0035-FY03 State Homeland Security Grant Program – Part 2	(113)
2003-0023-FY03 Urban Areas Security Initiative Grant – Part 2	(7)
2004-0045-FY04 Homeland Security Grant Program	(107)
2004-0014-FY04 Urban Areas Security Initiative	(16)

Equipment Inventory Ledgers for FY04 & FY05

On October 14th,2009 (Part 1)

To All California Emergency Management Agency (Cal EMA) Subgrantees-

We are respectfully requesting your assistance in compiling the Fiscal Year 2004 and Fiscal Year 2005 Equipment Ledgers from our subgrantees.

As you know, we have information for the pre-FY04 and post-FY05 awards; however, we will need to gather the FY04 and FY05 data in an attempt to meet our ongoing monitoring and audit requirements.

Consequently, we would appreciate your cooperation in completing the attached FY04 and FY05 Equipment Ledgers, where applicable, and submitting them to Christopher Sampang at Christopher.Sampang@ohs.ca.gov no later than October 31, 2010.

Equipment Inventory Ledgers for FY04 & FY05

On October 14th,2009 (Part 2)

Earlier spreadsheets will certainly be welcomed.

In this fashion we can ensure the Cal EMA continues to meet its federal reporting requirements on all homeland security grant program awards.

If you already have this data in another format, please submit those spreadsheets to the above individual.

Thank you all in advance for your cooperation and please contact me, your Program Representative, or the Fiscal and Reporting Unit should you have any questions.

Grant Closeout Requirements

Sub-grantee must submit request to Cal EMA to close the grant award (letter head)

The body of the letter must address the following:

- **All approved work has been completed**
- **All funds have been requested**

Grant Closeout Requirements

- If funds will not be utilized, authorization to disencumber the funds.
- Reconciliation of actual costs to awards, modifications, reimbursements or advances
- Certification that any Corrective Action Plan as a result of monitoring findings has been completed /resolved
- Acknowledgement of the record retention period

Grant Closeout Retention Period

- Three years
- In event of litigation, claim, negotiation, audit, other action involving the records, records must be retained until completion of the action and resolution of all issues which arise from it

Sample Close Out Letter

The _____ is formally requesting closure to our sub-grant award for the FY___ Homeland Security Grant, award _____

I certify the following for each of these grants:

- All approved work has been completed.
- None of the audits of our federal grant money expenditures have generated Corrective Action Plans or other remedial measures.
- All funds have been requested and received from the State of California.
- Actual costs have been reconciled with award amounts, which includes modifications, reimbursements and/or advances.
- I acknowledge the retention period, as shown below.

> "Retention Period. The three-year retention period starts from the date of the submission of the closure of the single audit report which covers the entire award period. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three year period, whichever is later."
>
> - the 2005 Department of Justice Financial Guide as quoted in California Office of Homeland Security memo distributed 27 March 2006.

Web Links:

California Emergency Management Agency
www.calema.ca.gov

Responder Knowledge Base
www.rkb.us

Grant Tools
(DHS & DOJ Financial Management Guide)
www.ohs.ca.gov/grants_tools.html